17TH ANNUAL CONFERENCE OF

THE INTERNATIONAL SOCIETY FOR BIPOLAR DISORDERS

TORONTO, CANADA
JUNE 3-6, 2015

SPONSORED SYMPOSIUM MANUAL

Dear Sponsor,

We are happy to present you with the **17th Annual Conference of The International Society for Bipolar Disorders Sponsored Symposium Manual**.

This manual covers important information and is designed to assist you in preparing for your symposium. We trust that you will find it helpful and suggest that you read all of the information presented. It will take you very little time now and could save you a great deal of time later.

Please do not hesitate to contact us, your Project Team, for further information or assistance.
Kind regards,
Robert Nesbitt
Senior Meeting Planner
+41 22 9080488 ext. 590
rnesbitt@kenes.com

Table of contents

SECTION 1: Contact Information	3
Kenes Contacts Contractors Contacts	
SECTION 2: Deadlines Table	5
SECTION 3: Timetables	6
SECTION 4: Symposia Session Halls	7
Hall Technical Details Supplied AV	
SECTION 5: Symposium Advertising	12
Symposium Signage	13
SECTION 6: Lead Retrieval Bar-Code Readers	14
SECTION 7: Conference Floor Plans	16
SECTION 8: Shipping, Tariffs, Material Handling and Shipping labels	17

SECTION 1: Contact Information

ISBD 2015 Secretariat
Kenes International Organizers of Congresses S.A.
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
www.isbd2015.com

Meeting Planner
Mr. Robert Nesbitt
+41 22 9080488 Ext. 590
rnesbitt@kenes.com

Programme Coordinator
Ms. Joanne Katz
+41 22 9080488 Ext. 920
jkatz@kenes.com

Audio Visual Coordinator
For extra AV order and technical rehearsals
Mr. Zeev Weissman
zeev@avs-entertainment.com

Industry Liaison and Sales Associate
Ms. Carolina Barbosa Groenendal
+31 20 763 01 01
cgroenendal@kenes.com

Registration Manager
Ms. Hila Cohen
+41 22 9080488 Ext.539
hcohen@kenes.com

Group Hotel Reservation
Ms. Efrat Kilinski
ekilinski@kenes.com

OFFICIAL CONTRACTORS CONTACT INFORMATION

CATERING SERVICES
Westin Harbour Castle:
Ms. Leslie Matthews
Tel: +00 1 416 361 7441
leslie.matthews@westin.com

STAND FITTINGS, STORAGE, PLANTS, CLEANING SERVICES, ADDITIONAL FURNITURE HIRE, EQUIPMENT, CARPETING & LABOUR, NATIONAL FREIGHT
Robinson Show Services
Ms. Elaine Blosmanis Robinson
Tel: +00 1 905 417 7789 Ext 201
elaine@robinsonshowservices.ca

HOSTESSES AND TEMPORARY STAFF
BBW International
Ms. Lois Jackalin
Tel: +00 1 604 608 3510
ljackalin@bbwinternational.com

CUSTOMS BROKER, CLEARANCE & INTERNATIONAL FREIGHT HANDLING
Mendelssohn Commerce
Ms. Michele Odhoch
Tel: +00 1 905 673 5445
modhoch@mend.com
Important Note: Please refer to the Customs Clearance Services forms at the end of this document

VENUE ADDRESS
WESTIN HARBOUR CASTLE
1 Harbour Square, Toronto, Ontario M5J 1A6 Canada
www.westinharbourcastletoronto.com

SECTION 2: Deadlines Table

Submission of Forms	Deadlines
Hotel Reservation for Staff	As soon as possible
Badge Order	Thursday, May 7, 2015
Lead Retrieval Wireless Barcode Reader	Thursday, May 7, 2015
Furniture Rental, Graphics	Thursday, May 14, 2015
Session title and program/symposium promotional material for approval/ad for final program (not a printed program but an e-book)	Thursday, April 30, 2015
Payment of Invoice Balance	Must be received in full by before the conference opens
Shipments must be coordinated in advance with the official shipper as direct delivery to the conference venue (Westin Harbour Castle) will not be accepted	Thursday, May 28, 2015

SECTION 3: Timetables

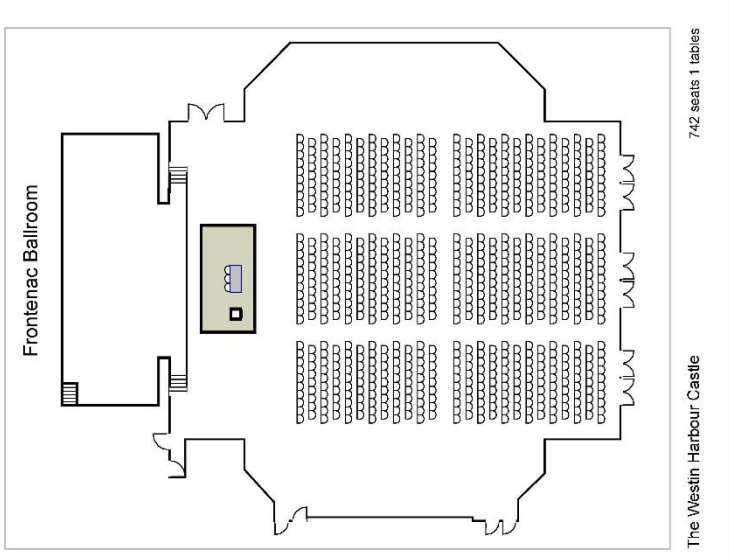
Industry/International Symposia Timetable			
Supporter	Date	Session Time	Location
TechnoFarma	Wednesday , June 3	08:00-14:30	Pier 4
RMEI/Sunovion	Thursday , June 4	12:15-13:45	Frontenac
Lundbeck	Friday , June 5	12:15-13:45	Frontenac

SECTION 4: Symposia Session Halls

Frontenac

(For Symposia taking place in the Frontenac Hall, the Hall will be referred to as Frontenac in all Symposia publications and directional signage.)

Hall Capacity	742 Theatre Style (Staggered)	
Ceiling Height	14’ 6” (4 meters)	
Speaker Lectern	Vertical 42” Plasma screen	
Head Table	6 feet wide (182 cm)	29 Inches Height (73cm)
	Sufficient seating for up to 3 persons *. One module will be used. One module is 6 feet wide x 29 inches height. 5mm Foam board or similar rigid material is recommended for branding.	

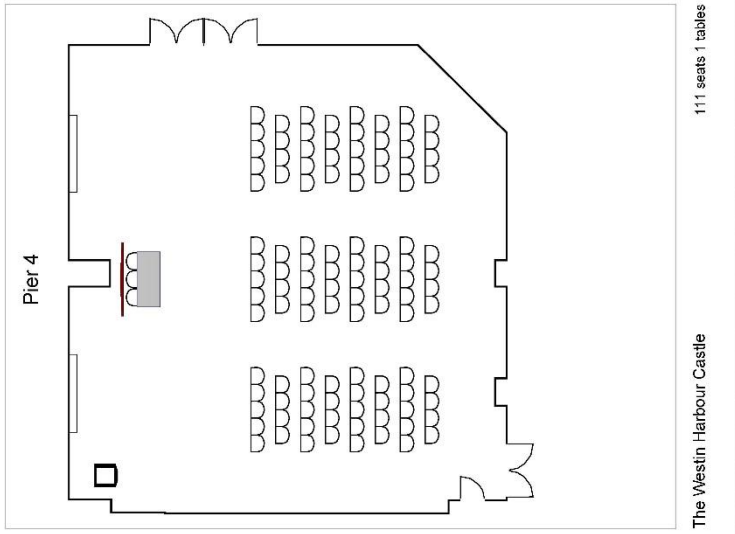


* **Please Note:** The secretariat must be advised as to how many speakers will be seated on the stage by May 21. The general stage setting includes decoration, front projection screen in the center, 1 speaker lectern and head table (at least 1 module).
If a different setting of the stage is required, please contact Robert Nesbitt at rnesbitt@kenes.com

Pier 4

(For Symposia taking place in the Pier 4 Hall, the Hall will be referred to as Pier 4 in all Symposia publications and directional signage.)

Hall Capacity	111 Theatre Style (Staggered)	
Ceiling Height	10' (4 meters)	
Speaker Lectern	Suggested measurements for branding 19 inches wide x 46 inches height (see diagram page 11)	
Head Table	6 feet wide (182 cm)	29 Inches Height (73cm)
	Sufficient seating for up to 3 persons *. One module will be used. One module is 6 feet wide x 29 inches height. 5mm Foam board or similar rigid material is recommended for branding.	



* **Please Note:** The secretariat must be advised as to how many speakers will be seated on the stage by May 21. The general stage setting includes decoration, front projection screen in the center, 1 speaker lectern and head table (at least 2 modules).

If a different setting of the stage is required, please contact Robert Nesbitt at rnesbitt@kenes.com

Supplied AV

Hall Frontenac of the ISBD 2015 Congress

- Large front projection screens, image of at least W9xH12 feet.
- Data projector, at least 12000 ansi-lumens approx.– incl. the necessary cable between the projector and the lectern.
- 42" Confidence monitor in front of the head table, showing the same image as being projected on the main screen.
- Laptop computer for PowerPoint presentations, incl. English version of Windows and Office, DVD drive, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Vertical 42" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below - resolution of 1920x1080)*
- Laser pointer (as back-up - we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system which covers the hall, incl. 7 **wired** microphones (2 head table, 2 lectern, 4 Q&A) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and for the head table.
- Lighting system – illuminating the lectern and the head table.
- 2 x AV technicians, to operate the abovementioned systems.

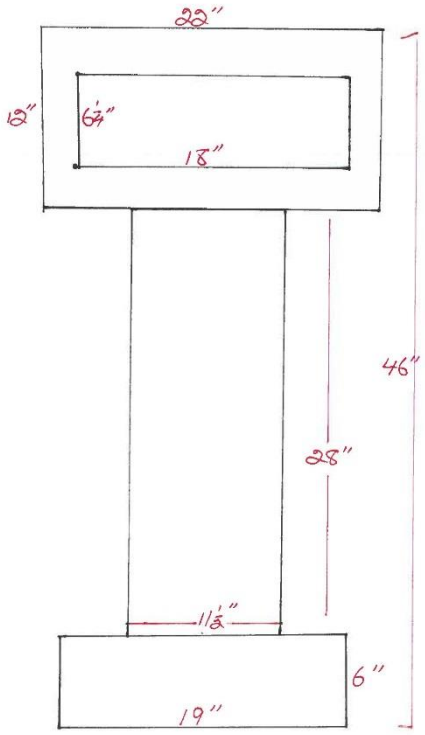
Hall Frontenac of the ISBD 2015 Congress

For demonstration only

For Sponsors' Symposia being held in Hall Frontenac, the company "virtual" banners in front of the lectern
Please contact the Audio-Visual Coordinator, Mr. Zeev Weissman (e-mail: zeev@avs-entertainment.com), in order to design the images according to the required resolution.
The "virtual" banners can include the title of the Symposium, the name and logo of the Sponsor and the name and logo of the Congress.

Hall Pier 4 of the ISBD 2015 Congress

- Large front projection screens, image of at least W6xH8 feet.
- Data projector, at least 5200 ansi-lumens approx.– incl. the necessary cable between the projector and the lectern.
- Laptop computer for PowerPoint presentations, incl. English version of Windows and Office, DVD drive, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Laser pointer (as back-up - we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system which covers the hall, incl. 7 **wired** microphones (2 head table, 1 lectern, 2 Q&A) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and for the head table.
- Lighting system – illuminating the lectern and the head table.
- 2 x AV technicians, to operate the abovementioned systems.



Podium Spec

SECTION 5: Symposium Advertising

Symposium Session Title

If there are any changes to your Sponsored Session title or program, or you have not yet provided your complete program details, please inform Joanne Katz at: jkatz@kenes.com, no later than **Thursday, April 30, 2015**.

Symposium Invitation Material

Should you be entitled to a promotional display, please follow the below procedure should you wish to promote your symposium activities.

1. Please email the invitation draft (including graphic design) prior to printing for approval to Joanne Katz at: jkatz@kenes.com no later than **Thursday, April 23, 2015**.
2. There is no size restriction for the invitation; however, we recommend that the invitation does not exceed standard A4 dimensions.
3. A quantity of **800** is suggested.

To assure the safe and timely arrival of your material, please follow the instructions for shipping included in **SECTION 8: Shipping Instructions** of this Manual.

Final Program Advertising

For sponsors entitled to adverts in the final program (program is not a printed book but an e-book) as per their signed contract, please email adverts no later than **Thursday, April 30, 2015** to Joanne Katz at: jkatz@kenes.com

Digital files in PDF format, press quality, CMYK only, fonts and images embedded, please refer the ad spec attached

Symposium Signage

Session Hall Signage

- **Stage Banners (optional) -** The following may be displayed (and provided by the Sponsor):
  - 1 x free standing vertical sign to be placed on/next to the stage. **Maximum dimensions:** 150cm wide x 250cm high
  - 1 x horizontal sign placed in front the head table facing audience.
    (For dimensions, see **SECTION 4: Symposium Session Halls**).
  - 1 x vertical sign placed on the speakers' lectern. Exact measurements , see **SECTION 4: Symposium Session Halls**
    (Not required for Frontenac as the plasma screen will be used)

Free standing signage

The Sponsor is permitted to place up to two signs (50cm wide x 70cm high) advertising the Sponsored Session **on the day of your session only**.

Please coordinate with the Meeting Planner onsite. **Please make sure to bring your own easels.**

SECTION 6: Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for collecting Participants contact information.

K- Lead State of the art Lead Retrieval System

- Effortless process using registration badge barcode
- Ability to insert exhibitor comments for each lead
- Immediate information retrieval online
- Cost per unit- **$500 (CAD) + 4% CC surcharge**

The Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit- **$400 (CAD) + 4% CC surcharge**

Please Note:

- Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes International nor the Organizing Committee is responsible for the content of the information.
- In order to reserve your Lead Retrieval Wireless Barcode Reader, please return the credit card form on the following page.

Order Form - Lead Retrieval Wireless Barcode Reader

Please complete the following Order Form and email it no later than **Thursday, May 21** to the attention of **Robert Nesbitt** at rnesbitt@kenes.com.

Please note, if the system is not returned to the Exhibition Manager **one hour after the exhibition closing hour**, an additional **$1500** charge will be made to your credit card. In accordance with the security measures taken by credit card companies, please complete the following form in your own handwriting and sign.

Number of **K-lead Scanners** Requested: _____ (**$500 + 4% CC surcharge** per unit)

Number of **Mini Scanners** Requested: _____ (**$400 + 4% CC surcharge** per unit)

Company Name for Invoicing: _____

Address for Invoicing: _____

Email Address: _____ Telephone Number: _____

Card Type: Visa / MasterCard / AMEX: _____

Credit Card Number: _____

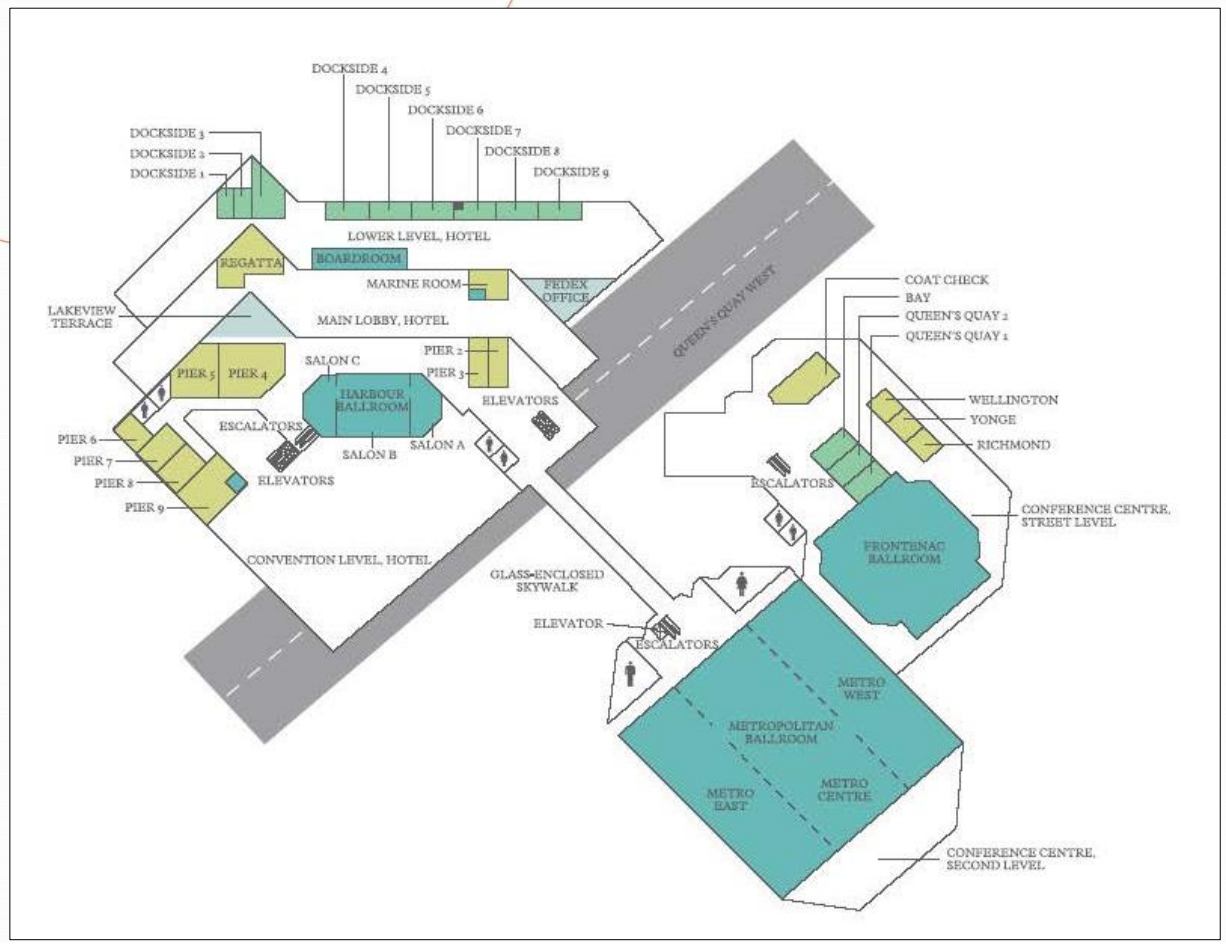
Expiration Date: _____

Security Digits (on the back of the credit card): _____

Name of Card Holder: _____

Date: _____ **SIGNATURE of Card Holder:** _____

SECTION 7: Conference floor plans



SECTION 8: Shipping, Tariffs, Material Handling and Shipping labels

CUSTOMS BROKER, CUSTOMS CLEARANCE & INTERNATIONAL FREIGHT HANDLING

Mendelssohn Commerce
Ms. Michele Odhoch
Tel: +00 1 905 673 5445
modhoch@mend.com

The shipping instructions include the following information:

- Shipping Instructions: **Please refer to the Customs Clearance Services forms at the end of this manual**
- Tariff: **Please refer to the Customs Clearance Services forms at the end of this manual**
- Material Handling Form: **Please refer to the Robinson Show Services order forms at the end of this manual**
- Labels: **Please refer to the Robinson Show Services order forms at the end of this manual**

In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the official shippers with the following information prior to shipping:

1) Number of pieces (pallets, boxes, cartons, etc.)
2) Way of transport (road freight, courier services, airfreight, ocean)
3) Airway bill number

It is very important to put the right label on boxes. Full details can be found in the Robinson Show Services order forms at the end of this manual.

For any question regarding shipping and on site services you are welcome to contact the official shippers Ms. Michele Odhoch at: modhoch@mend.com

INTERNATIONAL FREIGHT – MENDELSSOHN COMMERCE has been appointed the official forwarding agent and clearance agent of this conference and offers the following services: customs clearance, delivery to the facility and pick up from the docks at the end of the conference and returned to their warehouse.

NATIONAL FREIGHT AND ALL MATERIAL HANDLING - ROBINSON SHOW SERVICES has been appointed the official agent for all National Freight services and ALL Material Handling at the facility. Robinson's will coordinate any international freight delivery with Mendelssohn Commerce and pick up the freight from the dock, provide the manpower and trolleys for un-loading/loading during build up and dismantling, storage of empty crates (additional store charges may apply). Robinson will coordinate with Mendelssohn Commerce to provide manpower and trolleys for delivery of the freight back to the docks for Mendelssohn to pick up and transport back to their warehouse. Please ensure that the proper forms for material handling are completed for Robinson Show Services.

For security, insurance, and efficiency reasons, Robinson Show Services is the sole official agent to handle cargo inside the venue.

Insurance of Goods
All cargo should be insured from point of origin.

Insert and Display Materials
Please note that all materials entering the venue incur a handling charge. This includes materials for distribution and display.
In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the "Pre-Advise" form included in the shipping instructions.

Please Note: All advanced shipments and deliveries to the Robinson Show Services warehouse, including by courier, must be coordinated with Robinson Show Services.

Mendelssohn Commerce
1600 Courtneypark Dr. East
Toronto, ON Canada L5T 2W8

905-673-5445
Fax 905-673-2574
1-800-665-4628
www.mend.com

Customs Clearance Services

17th Annual Conference of the International Society for Bipolar Disorders
June 3rd – 6th, 2015 @ Westin Harbour Castle

Mendelssohn Commerce has been appointed as the official customs broker for the ***17th Annual Conference of the International Society for Bipolar Disorders*** to be held at the ***Westin Harbour Castle, June 3rd – 6th, 2015.*** For all customs needs, we recommend you deal directly with Mendelssohn Commerce.

For Customs inquiries please contact:

Michele Odhoch modhoch@mend.com

Tel: 905-673-5445	Fax: 905-673-2574	Cell: 647-272-1506

Prior to shipping, the **Order Form** and **Canada Customs Invoice (CCI)** should be completed and forwarded to our office (Attn: Michele Odhoch). **Please fax the 'Credit Card Authorization Form' to our toll free fax number 1-855-762-1145.** The Canada Customs Invoice (CCI) and Order Form can be e-mailed to Michele Odhoch at modhoch@mend.com. Three copies of the CCI must accompany the shipment.

HAND CARRYING or PRIVATE VEHICLE

For exhibitors who will be arriving by plane or in a private vehicle with their goods, it is necessary that you notify Mendelssohn Commerce six weeks in advance so that the proper documentation (Pre-Arrival Processing System - PAPS) can be prepared for the appropriate border crossing.

☞**Prior to shipping your goods, please fax all appropriate customs documents to our office at** 416-591-8589. It is important to provide Mendelssohn Commerce with your carrier's name and tracking number. ☞

COF: Customs Order Form: Mandatory for customs clearance. Without this document Mendelssohn Commerce does not have authorization to clear shipments. This form also gives the coordinator all the information for the return shipment.

CCI: Canada Customs Invoice: is the mandatory document for anyone shipping exhibit/registration material. Three (3) copies should accompany the shipment (either provide them to the driver picking up your material or tape them onto the shipment).

**When shipping electronic equipment back to the USA after the congress, FCC and FDA forms can apply. Please speak to Mendelssohn Commerce about this.

MENDELSSOHN COMMERCE

One Source. One Solution.

Credit Card Authorization Form

**Due to Payment Card Industry (PCI) compliance rules, we will only be able to obtain your Credit Card Number by phone or fax.

**DO NOT e-mail this form. If you are unable to fax, please contact our office for instructions.

**Please complete this form, and fax it to 1-855-762-1145.

NOTE: This fax # is used ONLY for receipt of Payment Information. It is located in a secured area that is NOT accessible for receipt of other documents and shipment information. All non-payment information (Order Forms, Invoices, Bills Of Lading, etc.) should be sent via e-mail, or faxed to 905-673-2574.

Event Name:

Event Dates:

Invoicing Information

Exhibitor / Company Name:

Address:

City: Province/State:

Postal/Zip Code: Telephone:

E-mail:

Credit Card Information

Charge to: ☐ Visa ☐ MasterCard ☐ American Express

Cardholder Name:

Card Account Number:

Expiry Date:

I hereby authorize the use of this credit card for payment of services relative to this event.
I understand that a 2% administrative fee (minimum $50.00) will be charged for all credit card declines.

Cardholder's Signature: Date (mm/dd/yyyy):

Mendelssohn Event Logistics dba MENDELSSOHN COMMERCE, Division of ICECORP Logistics Inc.

TORONTO, Head Office	MTCC, North Building	MTCC, South Building	MONTREAL	CALGARY	VANCOUVER
1600 Courtneypark Dr. E Mississauga, ON L5T 2W8 T: 905.673.5445 F: 905.673.2574 Payment Fax (Credit Card Secure): 1.855.762.1145	255 Front St. W. Toronto, ON M5V 2W6 T: 416.863.9339 F: 416.863.5149 Payment Fax (Credit Card Secure): 416.863.0301	222 Bremner Blvd., Room 825B Toronto, ON M5V 3L9 T: 416.863.9339 F: 416.591.8589 Payment Fax (Credit Card Secure): 416.863.0301	276 Rue St. Jacques, Suite 818, Montreal, QC H2Y 2G4 T: 514.987.2700 F: 514.849.3446 Payment Fax (Credit Card Secure): 514.396.5547	2116 - 27TH Ave. N.E., Suite 325 Calgary, AB T2E 7A6 T: 403.291.1694 F: 403.291.7028 Payment Fax (Credit Card Secure): 1.855.762.1145	608 Annance Court, Unit 3 Delta, BC V3M 6Y8 T: 604.687.5535 F: 604.687.1463 Payment Fax (Credit Card Secure): 1.855.762.1145

Order Form

Customs and Transportation Services

MENDELSSOHN COMMERCE
One Source. One Solution.

Please accept this as authority for ICECORP Logistics Inc. dba Mendelssohn Commerce of 1600 Courtneypark Dr. E., Mississauga, ON L5T 2W8; business number 121767677RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in ICECORP Logistics Inc. Standard Trading Conditions, including but not limited to:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes and levies in respect of imported and exported goods released or to be released; and
2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant ICECORP Logistics Inc. dba Mendelssohn Commerce full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to the event and/or shipment(s) detailed below.

Event Name: INT'L MARKETING EVENT — Event Dates: APR. 15-17, 2014

Services Required: (please check one)
☒ Customs Clearance and Transportation ☐ Customs Clearance Only ☐ Transportation Only

Shipper Information

Company Name: ABC DISTRIBUTING COMPANY
IRS # or U.S. Tax Identification #: 12-3456789
Address: 125 ELM STREET
DOCK DOOR #2
City: CHICAGO Province/State: IL Postal/Zip: 66666
Contact Name: JOHN DOE Tel: 708-555-1200
E-mail: JDOE@DOMAIN.COM Fax: 708-555-2222

Delivery Information

Exhibitor/Company Name: ABC DISTRIBUTING COMPANY
Event Name: INT'L MARKETING EVENT Booth #: 234
Facility Name: EVENT FACILITY
Address: 278 SOMEWHERE PLACE
City: TORONTO Province/State: ON Postal/Zip: M5M 2B2
On-Site Contact: SANDY SMITH Cell #: 708-555-1234
E-mail: SSMITH@DOMAIN.COM

Return Freight

☒ Same as Shipper

Company Name: ABC DISTRIBUTING COMPANY
IRS # or U.S. Tax Identification #: 12-3456789
Address: 125 ELM STREET
DOCK DOOR #2
City: CHICAGO Province/State: IL Postal/Zip: 66666
Contact Name: JOHN DOE Tel: 708-555-1200
E-mail: JDOE@DOMAIN.COM

Billing / Invoicing Information

☐ Same as Shipper

Company Name: ABC DISTRIBUTING COMPANY ACCOUNTING DEPT.
Importer # (if applicable): 123456789RT0001
Address: 345 OAK AVE.
City: CHICAGO Province/State: IL Postal/Zip: 66667
Contact Name: JOE SMITH Tel: 708-555-1255
E-mail: JSMITH@DOMAIN.COM Fax: 708-555-1266

Shipment Information

Carrier Name (if not using Mendelssohn Commerce): MENDELSSOHN COMMERCE Contact Name: COORDINATOR NAME Tel: 905-673-5445
Pick-Up Date: APR. 03/14 Hours of Operation: 8:00 AM - 5:00 PM Delivery Date: APR. 14/14 Time: 11:00 AM
Requested Service Level: ☐ Air ☐ 2nd Day ☒ Truck
Additional Services Required: ☐ Lift Gate ☐ Inside Pick-Up/Delivery

# of Pieces	Box/Crate/Skid etc.		Length	Width	Height		Per Piece	Total
2	SKIDS	@ Dimensions (Inches) Each:	48	48	48	@ Weight (lbs) Each:	375	750
4	CRATES	@ Dimensions (Inches) Each:	45	47	60	@ Weight (lbs) Each:	500	2,000
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
6	Total						Total Weight:	2,750

Cargo Insurance / Declared Value

This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be $0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than $50.00 per shipment UNLESS additional Cargo Insurance has been arranged with Mendelssohn Commerce. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact Mendelssohn Commerce for more Cargo Insurance information.

Terms of Payment and Security Deposit (Must be completed)

**Due to Payment Card Industry (PCI) compliance rules, we will only be able to obtain your Credit Card Number by phone or fax. A separate Credit Card Authorization form has been provided. Please check off the payment method that has been completed for this order:

☒ Completed Credit Card Authorization or Preliminary Invoice has been faxed.
☐ Incomplete Credit Card Authorization or Preliminary Invoice (without Credit Card #) has been e-mailed. I have provided Credit Card # by telephone.

Terms and Conditions

This order is placed with the specific understanding that we hereby release ICECORP Logistics dba Mendelssohn Commerce (Mendelssohn Commerce) and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) Mendelssohn Commerce shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) Mendelssohn Commerce will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) Mendelssohn Commerce liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) Mendelssohn Commerce shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws.

Client Signature
I have read and agree to the Terms and Conditions of this Contract.

Signature: Joe Smith
Name: JOE SMITH
Title: OWNER / PRESIDENT
Date: 01/29/2014

Accepted by Mendelssohn Commerce

Signature:
Name:
Title:
Date:

EXAMPLE

Order Form

Customs and Transportation Services

MENDELSSOHN COMMERCE
One Source. One Solution.

Please accept this as authority for ICECORP Logistics Inc. dba Mendelssohn Commerce of 1600 Courtneypark Dr. E., Mississauga, ON L5T 2W8; business number 121767677RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in ICECORP Logistics Inc. Standard Trading Conditions, including but not limited to:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes and levies in respect of imported and exported goods released or to be released; and
2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant ICECORP Logistics Inc. dba Mendelssohn Commerce full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to the event and/or shipment(s) detailed below.

Event Name: Event Dates:

Services Required: (please check one)
☐ Customs Clearance and Transportation ☐ Customs Clearance Only ☐ Transportation Only

Shipper Information

Company Name:
IRS # or U.S. Tax Identification #:
Address:

City: Province/State: Postal/Zip:
Contact Name: Tel:
E-mail: Fax:

Delivery Information

Exhibitor/Company Name:
Event Name: Booth #:
Facility Name:
Address:

City: Province/State: Postal/Zip:
On-Site Contact: Cell #:
E-mail:

Return Freight

☐ Same as Shipper

Company Name:
IRS # or U.S. Tax Identification #:
Address:

City: Province/State: Postal/Zip:
Contact Name: Tel:
E-mail:

Billing / Invoicing Information

☐ Same as Shipper

Company Name:
Importer # (if applicable):
Address:

City: Province/State: Postal/Zip:
Contact Name: Tel:
E-mail: Fax:

Shipment Information

Carrier Name (if not using Mendelssohn Commerce): Contact Name: Tel:
Pick-Up Date: Hours of Operation: Delivery Date: Time:

Requested Service Level: ☐ Air ☐ 2nd Day ☐ Truck
Additional Services Required: ☐ Lift Gate ☐ Inside Pick-Up/Delivery

# of Pieces	Box/Crate/Skid etc.		Length	Width	Height		Per Piece	Total
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
	Total						Total Weight:	

Cargo Insurance / Declared Value

This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be $0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than $50.00 per shipment UNLESS additional Cargo Insurance has been arranged with Mendelssohn Commerce. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact Mendelssohn Commerce for more Cargo Insurance information.

Terms of Payment and Security Deposit (Must be completed)

**Due to Payment Card Industry (PCI) compliance rules, we will only be able to obtain your Credit Card Number by phone or fax. A separate Credit Card Authorization form has been provided. Please check off the payment method that has been completed for this order:

☐ Completed Credit Card Authorization or Preliminary Invoice has been faxed.
☐ Incomplete Credit Card Authorization or Preliminary Invoice (without Credit Card #) has been e-mailed. I have provided Credit Card # by telephone.

Terms and Conditions

This order is placed with the specific understanding that we hereby release ICECORP Logistics dba Mendelssohn Commerce (Mendelssohn Commerce) and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) Mendelssohn Commerce shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) Mendelssohn Commerce will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) Mendelssohn Commerce liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) Mendelssohn Commerce shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws.

Client Signature
I have read and agree to the Terms and Conditions of this Contract.

Signature:
Name:
Title:
Date:

Accepted by Mendelssohn Commerce

Signature:
Name:
Title:
Date:

Canada Border Services Agency | Agence des services frontaliers du Canada

CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

PROTECTED PROTÉGÉ **B** when completed une fois rempli

1. Vendor (name and address) - Vendeur (nom et adresse)

ABC Distributing Company
125 Elm Street
Chicago, IL
66666-6666

2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada

4/3/2007

3. Other references (include purchaser's order No.)
Autres références (inclure le n° de commande de l'acheteur)

10-9999999

4. Consignee (name and address) - Destinataire (nom et adresse)

ABC Distributing Company / Booth 234
International Computing Event
c/o Event Facility
100 Anywhere Street
Toronto, ON
M7W 2P6

5. Purchaser's name and address (if other than consignee)
Nom et adresse de l'acheteur (s'il diffère du destinataire)

No sale involved

6. Country of transhipment - Pays de transbordement

N/A

7. Country of origin of goods
Pays d'origine des marchandises

Various - See Below

IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12.
SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.

8. Transportation: Give mode and place of direct shipment to Canada
Transport : Précisez mode et point d'expédition directe vers le Canada

Mendelssohn Commerce, Chicago, IL

9. Conditions of sale and terms of payment
(i.e. sale, consignment shipment, leased goods, etc.)
Conditions de vente et modalités de paiement
(p. ex. vente, expédition en consignation, location de marchandises, etc.)

No sale involved

10. Currency of settlement - Devises du paiement

USD

11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	Selling price - Prix de vente 14. Unit price Prix unitaire	15. Total
2 pcs	Wooden Crates - Display Booth (backwalls, lights, graphics, carpets) - USA	1	$5,000.00	$5,000.00
2 pcs	Cartons - Advertising Brochures / Catalogs / Technical Literature - USA	1000	$0.10	$100.00
1 pc	Carton - Plastic Key Chains - CHINA	50	$0.50	$25.00
1 pc	Carton - Books - USA	50	$1.00	$50.00
3 pcs	Cases - Computers - CHINA	3	$1,000.00	$3,000.00
2 pcs	Cases - Computer Monitors - JAPAN	2	$500.00	$1,000.00

18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box
Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case ☐
Commercial Invoice No. - N° de la facture commerciale ▶

16. Total weight - Poids total

Net	Gross - Brut
N/A	300 lbs

17. Invoice total
Total de la facture

$9,175.00

19. Exporter's name and address (if other than vendor)
Nom et adresse de l'exportateur (s'il diffère du vendeur)

20. Originator (name and address) - Expéditeur d'origine (nom et adresse)

ABC Distributing Company
125 Elm Street
Chicago, IL 66666-6666

21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)

22. If fields 23 to 25 are not applicable, check this box
Si les zones 23 à 25 sont sans objet, cochez cette case ☒

23. If included in field 17 indicate amount:
Si compris dans le total à la zone 17, précisez :

(i) Transportation charges, expenses and insurance from the place of direct shipment to Canada
Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada

(ii) Costs for construction, erection and assembly incurred after importation into Canada
Les coûts de construction, d'érection et d'assemblage après importation au Canada

(iii) Export packing
Le coût de l'emballage d'exportation

24. If not included in field 17 indicate amount:
Si non compris dans le total à la zone 17, précisez :

(i) Transportation charges, expenses and insurance to the place of direct shipment to Canada
Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada

(ii) Amounts for commissions other than buying commissions
Les commissions autres que celles versées pour l'achat

(iii) Export packing
Le coût de l'emballage d'exportation

25. Check (if applicable):
Cochez (s'il y a lieu) :

(i) Royalty payments or subsequent proceeds are paid or payable by the purchaser
Des redevances ou produits ont été ou seront versés par l'acheteur ☐

(ii) The purchaser has supplied goods or services for use in the production of these goods
L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises ☐

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.

If you require more space, please attach another sheet. - Si vous avez besoin de plus d'espace, veuillez joindre une autre feuille.

EXAMPLE
LEAVE BLANK

Canada Border Services Agency | Agence des services frontaliers du Canada

CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

PROTECTED PROTÉGÉ B when completed une fois rempli

Page of de

1. Vendor (name and address) - Vendeur (nom et adresse)	2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada 3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)
4. Consignee (name and address) - Destinataire (nom et adresse)	5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) 6. Country of transhipment - Pays de transbordement 7. Country of origin of goods Pays d'origine des marchandises IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada	9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.) 10. Currency of settlement - Devises du paiement

11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	Selling price - Prix de vente 14. Unit price Prix unitaire	15. Total

18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale ▶ ☐	16. Total weight - Poids total Net	Gross - Brut	17. Invoice total Total de la facture

19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)	20. Originator (name and address) - Expéditeur d'origine (nom et adresse)
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)	22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case ☐

23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez :	24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez :	25. Check (if applicable): Cochez (s'il y a lieu) :
(i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada	(i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada	(i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur ☐
(ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada	(ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat	(ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises ☐
(iii) Export packing Le coût de l'emballage d'exportation	(iii) Export packing Le coût de l'emballage d'exportation	

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.

If you require more space, please attach another sheet. - Si vous avez besoin de plus d'espace, veuillez joindre une autre feuille.

Robinson Show Services
Exhibitor Order Form

Westin Harbour Castle

1 Habour Square Toronto, ON M5J 1A6

PLEASE FAX OR EMAIL YOUR COMPLETED ORDER FORMS TO:
Tel: 905 417 7789 | Fax: (905) 417-2244 | exhibitorservices@robinsonshowservices.ca |
www.robinsonshowservices.ca

Table of Content

Exhibitor Introductory Letter

Payment & Credit Card Authorization Form

Order Summary Form

Exhibitor Show Specials Order Form

Funiture Table Order Form

Furniture Chair & Stool Order Form

Furniture Lounge Order Form

Furniture Display Accessories & Custom Drape Order Form

Exhibitor Hard-Wall Packages Order Form

Exhibitor Hard-Wall Packages Photos

Exhibit Hardwall Accessories Order Form

Exhibit Hardwall Accessories Photos

Graphics and Sign Order Form

Carpet Order Form

Booth Cleaning Order Form

Full Service Freight Package Order Form

Local Cartage Information Sheet

Local Cartage Order Form

Advance Warehouse Shipping Labels

Advance Warehouse Receiving Information Sheet

Advance Warehouse Receiving Order Form

Material Handling Services Information Sheet

Material Handling Services Exemption Sheet

Material Handling Special Handling Information Sheet

Material Handling Services Order Form

Storage Order Form

Post Show Storage Order Form

Labour Information Sheet

Labour Order Form

Plant Order Form

Exhibitor Appointed Contractor Form

Dear ISBD Exhibitor,

We are very pleased to announce that **Robinson Show Services Inc.** has been named as your Official Show Services Contractor for the International Society for Bipolar Disorder.

Our Robinson Team is looking forward to help make your event a success.

We carry the following products and services to enhance your booths visibility:

- Display Tables, Chairs & Stools
- Sofas & Coffee Tables
- Counters, Storage & Display Units
- Accessories & Office Furniture
- Carpet & Underpad
- Booth Rentals
- Plants
- Labour – Install & Dismantle
- Signs & Graphics
- Transportation Services
- Advance & Post Show Warehousing

Please review the enclosed order forms for the services and equipment you may require. You may also view our products at www.robinsonshowservices.ca.

We would be delighted to assist you with any questions or special requests you may have.

Sincerely,
Team Robinson

Robinson Show Services Inc.
7615 Kimbel Street Unit 3-5
Mississauga, Ontario, CANADA L5S 1A8
Phone: 905-417-7789 x 202
Fax: 905-417-2244
E-Mail: exhibitorservices@robinsonshowservices.ca

DECORATOR FOR CONVENTIONS, EXPOSITIONS, CORPORATE & SPECIAL EVENTS

Robinson Show Services

Payment and Credit Card Authorization form

Tel - (905) 417-7789 | Fax - (905) 417-2244 |Email: exhibitorservices@robinsonshowservices.ca | www.robinsonshowservices.ca

Show Name _____ Booth # _____ Booth Size _____

Company Name _____

Address _____

_____ Post Code _____

Email Address _____ Phone # _____

Email for invoice (if different from above) _____

Onsite Contact Name _____ Cell # _____

THIRD PARTY COMPANY INFORMATION

ONLY COMPLETE THIS SECTION IF A THIRD PARTY WILL BE MAKING PAYENTS FOR THIS ORDER

Third Party Company Name _____

Contact Name _____

Third Party Address _____

_____ Post Code _____

Contact's Email _____ Phone # _____

Email for Invoice (if different from above) _____

CREDIT CARD

THIS SECTION MUST BE COMPLETED FOR YOUR ORDER TO BE PROCESSED

Master Card ☐ Visa ☐ Amex ☐

Account # _____

Expiry Date _____ Card Verification Digits _____

Card Holder Name _____

Card Holder Billing Address _____

_____

Card Holder Signature _____ Date _____

BANK WIRE TRANSFER

Canadian Imperial Bank of Commerce, 35 Lakeshore Road East, Port Credit, Ontario, L5G 1C9
CIBC Bank Code: 010 | Transit or Branch #: 00422 | Robinson's Account #: 9953817 | SWIFT CODE: CIBCCATT

- Canadian Banks do not carry IBAN numbers
- Please reference - Name of Show & Booth Number on all Bank Transfer so we properly credit your account.
- Customers are responsible for the bank processing fee of $30.00 CDN.

PAYMENT POLICY

Your order will not be processed if this credit card authorization form is not fully completed or is not submitted with your order.

All payment must be made in full with the submission of your order forms. If the final price for the products or services you are ordering is different from the price on the order summary form, you will be notified in writing of any further deductions to be taken from your credit card prior to your card being charged. Payment will be deducted from your credit card once your order is processed and you will be issued with payment confirmation. Please note additional charges will automatically be deducted from your credit card for service such as freight, labour, damage and items or services ordered onsite by your representative - All applicable taxes will be added and charged to your credit card.

This form must be completed for all onsite orders or payment will have to be made in full.

Method of Payment: RSS will only accept the following forms of payment – Master Card, Visa, Amex and bank wire transfer. All exhibitors paying by bank wire transfer, please include an additional $30 to cover the bank charges associated with this method of payment. For exhibitors paying in US currency via wire transfer, please ensure your payment is equivalent to Canadian dollars.

Charges: A 30% discount will automatically be given to all exhibitor placing their order before the order discount date documented in the exhibitor manual.

Third Party Billing: In order to authorize RSS to invoice a third party for payment of services rendered to exhibitors, this form must be fully completed and signed by both the exhibiting company and third party.

The exhibiting company understands and agree that your company is ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from RSS, to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the set up day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Cancellations and Amendments: Written cancellation submitted after processing of payment and more than 3 business days prior to the set-up will be subject to the lessor of a $100.00 administration fee OR 25% of order value pre-tax. Order cancellation received 3 business days or less will be subject to a cancellation fee equal to 50% - 100% of the total order (this is based on the level of work already completed by RSS and also any expenses incurred inclusive of labour and purchased material).

All invoices will be sent via e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contacts email.

By signing this form, I agree to accept RSS payment policy & RSS contract terms included in this manual.

Exhibiting Company

Authorized Signature _____ Date _____

Authorized Name – Please Print _____

Third Party

Authorized Signature _____ Date _____

Authorized Name – Please Print _____

Robinson Show Services is committed to providing excellent customer service. To assist us with serving you more effectively, send your feedback to exhibitorservices@robinsonshowservices.ca

Order Summary Form

COMPANY INFORMATION	SHOW INFORMATION
Contact Name: _____ Company Name: _____ _____ Company Address: _____ _____ _____ Contact #: _____ Email: _____ If on site contact different from above: Onsite Contact Name: _____ Onsite Contact Cell: _____	Show Name: International Society Bipolar Disorder Show Dates: Wednesday June 3rd to Thursday June 6th, 2015 Venue Name: Westin Harbour Castle Move-in Time: _____ Booth #: _____ **Please Note: The Exhibitor must complete all information in this template**

METHOD OF PAYMENT: Credit Card ☐ Wire Transfer ☐

Credit Card Number _____ Expiry Date _____

Card Verification Digits _____ Type of Card: MasterCard ☐ Visa ☐ Amex ☐

Card holder name _____

Card holder billing address _____

DISCOUNT APPLICABLE BEFORE – WEDNESDAY MAY 13th, 2015

PLEASE NOTE RSS ORDER DEADLINES DATE MAY DIFFER FROM OTHER SERVICE PROVIDERS FOR THIS EVENT. WE RECOMMEND YOU CONFIRM DIRECTLY WITH EACH SUPPLIER THEIR DEADLINE DATE.

Order Summary Show Specials	**Total**
Exhibitor Show Specials	$
Furniture Table	$
Furniture Chair & Stool	$
Furniture Lounge	$
Furniture Display Accessories & Custom Drape	$
Exhibit Hard-wall Packages	$
Exhibit Accessories	$
Exhibit Hard-Wall Accessories	$
Graphics & Sign Order Form	$
Carpet	$
Booth Cleaning	$
Full Freight Service	$
Local Cartage	$
Advance Warehouse	$
Material Handling	$
Storage	$
Post Show Storage	$
Labour	$
Plants	$
Miscellaneous charges	$
30% Onsite Fee	$
Wire Transfer Charge ($30.00 CAD)	$
Total Payment Amount	$

Please note details of miscellaneous charges:

_____

_____

_____

Please note: orders submitted without a completed credit card form and full payment will not be processed.

_____

_____

_____

Exhibitor Show Specials Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

A – SHOW SPECIAL				
Quantity	**Show Special Description**	**Discount Price**	**Regular Price**	**Total**
	Booth Package: 1-6' black skirted table, 2 side chairs and 1 waste basket	$100.00	$130.00	
	8' x 8' Truss Package: 8' x 8' x 8' truss structure – aluminum, 8 LED Lights, 8' x 8' Carpet. Install & Dismantle labour included. Electrical not included.	$1,400.00	$1,820.00	
	8' x 8' Truss Package with Monitor: 8' x 8' x 8' truss structure – aluminum, 8 LED Lights, 8' x 8' Carpet, 60" monitor – truss mount. Install & Dismantle labour included. Electrical not included.	$1,800.00	$2,340.00	
	10' x 10' Hardwall Booth Package: 10' x 10' carpet, ID sign, 1-6ft black skirted table, 2 side chairs or 1 black top cruiser table & 2 black backless stools.	$950.00	$1,235.00	

B – SHOW SPECIAL				
Quantity	**Show Special Description**	**Discount Price**	**Regular Price**	**Total**
	Booth Package: 1-42"Cruiser table – black top, 2 black backless bar stools, 1-wastebasket.	$125.00	$162.50	
	8' x 16' or 20' Truss Package with lights: 8' x 16' or 20' Truss structure – aluminum, 8 LED lights, 8' x 16' or 20' carpet. Electrical power not included.	$2,800.00	$3,640.00	
	8' x 16' or 20' Truss Package with monitor & lights: 8' x 16' or 20' Truss structure – aluminum, 8 LED lights, 8' x 16' or 20' carpet & 2 x 60" monitor truss mount. Electrical power not included.	$3,600.00	$4,680.00	
	10' x 20' Hardwall Booth Package: 10' x 20' carpet, ID Sign, 2-6ft black skirted table, 4 side chairs, or 2-black top cruiser tables, 4 black stools.	$1,700.00	$2,210.00	

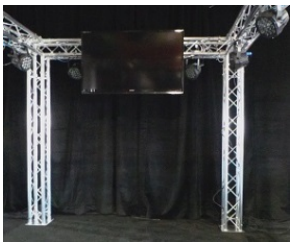
SHOW SPECIALS

Booth Package
With 6ft table

8’ x 8’ Truss Package
8’ x 16’ or 20’

8’ x 8’ Truss Package with monitor
8’ x 16’ or 20’

ADD PHOTO



10’ x 10’ or 10’ x 20’ Hard-wall Booth Package

Booth Package with cruiser table

Furniture Table Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

SKIRTED TABLE – 30" HIGH					
Quantity	**Product SKU**	**Skirted Tables Description – Black Top & Black Skirt**	**Discounted Price**	**Regular Price**	**Total**
	DT4	Skirted 4' Table - Skirted on 4 Sides	$75.00	$97.50	
	DT6	Skirted 6' Table – Skirted on 3 Sides	$75.00	$97.50	
	DT8	Skirted 8' Table – Skirted on 3 Sides	$90.00	$117.00	
	S4	4th Side Skirt – Optional	$15.00	$19.50	
	WV	White Vinyl for Table Top	$25.00	$32.50	
	SC	Alternative table colour skirt (see below)	$10.00	$15.00	

SKIRT COLOUR OPTIONS:

Black ☐ Blue ☐ White ☐ Red ☐ Burgundy ☐ Green ☐ Silver ☐

NOTE: Black will be provided if no colour is chosen.

SKIRTED TABLE – 42" HIGH					
Quantity	**Product SKU**	**Skirted Raised Tables Description - Black Top & Black Skirt**	**Discounted Price**	**Regular Price**	**Total**
	RDT4	Skirted 4' Table - Skirted on 4 Sides	$80.00	$104.00	
	RDT6	Skirted 6' Table – Skirted on 3 Sides	$60.00	$78.00	
	RDT8	Skirted 8' Table – Skirted on 3 Sides	$100.00	$130.00	
	RS4	4th Side Skirted – Optional	$20.00	$26.00	
	WV	White Vinyl for Table Top	$25.00	$32.50	
	SC	Alternative table colour skirt (see below)	$10.00	$15.00	

SKIRT COLOUR OPTIONS:

Black ☐ Blue ☐ White ☐ Red ☐ Burgundy ☐ Green ☐ Silver ☐

NOTE: Black will be provided if no colour is chosen.

RSS GREEN INITATIVE

As one of our green initiatives Robinson Show Services has discontinued the use of non-recyclable white vinyl for the provision of exhibitor tables. All table tops are black. We encourage the use of these tables, for long term environmental benefit. Any exhibitor ordering white vinyl table tops will be charge a disposable environmental disposal fee of $25. $10 from this fee will be donated to the World Wild Life Fund.

UNSKIRTED TABLE					
Quantity	**Product SKU**	**Unskirted Tables Description**	**Discounted Price**	**Regular Price**	**Total**
	UDT6/8	Unskirted Table -30" 6' ☐ 8' ☐	$35.00	$45.00	
	UDTS6/8	Unskirted Table – 40" 6' ☐ 8' ☐	$65.00	$84.50	

BISTRO TABLE					
Quantity	**Product SKU**	**Bistro Tables Description**	**Discounted Price**	**Regular Price**	**Total**
	CT-R30	Cruiser Bistro Table Raised Height Star Base – 30" Round, 42" High (Black Top)	$75.00	$97.50	
	CT-R42	Cocktail table Regular Height Star Base – 30" Round, 30" High (Black Top)	$75.00	$97.50	
	CT-SP	Black Full Spandex Cover for Star base cruiser bistro table	$30.00	$39.00	
	CT-GT	Glass Bistro Top Raised Cruiser Table – 30" Round, 42" High	$95.00	$123.50	
	CT – BB	Bugle base cruiser -– 30" Round, 42" High	$95.00	$123.50	

BISTRO TABLE TOP OPTIONS:

Black White ☐ Stainless ☐ Glass ☐ (Add $25.00 for glass top)

BISTRO TABLE TOP COLOUR OPTIONS:

Black ☐ White ☐ Silver ☐

COFFEE & END TABLE					
Quantity	**Product SKU**	**Coffee & End Tables Description**	**Discounted Price**	**Regular Price**	**Total**
	CT-18	Coffee Table 18" High Wood ☐ White ☐ Grey	$75.00	$97.50	
	ET-22	End Table – 22" High Wood ☐ White ☐ Grey	$25.00	$32.50	

TABLES

Skirted Table 30” Available in
4’, 6’, 8’ or Raiser 42” in 6’ & 8’

UnSkirted Table 30”, 40”
Available in 6’, 8’

SKIRT COLOURS

BISTRO TABLES

Cruiser Table Black Top
Regular Height 30”
Raised 42”

Cocktail Table
Glass Top

Cruiser Table
Full Spandex

Cruiser table with bugle base

COFFEE & END TABLE

Coffee Table Wood
Length 35 3/8”, Height 18 1/8”, Width 35 3/8”
White, Grey

End Table Wood
Length 21 5/8”, Height 17 ¾”, Width 21 5/8”
White, Grey

Furniture Chair & Stool Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

CHAIRS					
Quantity	**Product SKU**	**Skirted Tables Description**	**Discounted Price**	**Regular Price**	**Total**
	CF	Folding Chair	$20.00	$26.00	
	CU	Upholstered Side Chair Black ☐ Grey ☐	$45.00	$58.00	
	CS	Steno Chair	$70.00	$91.00	
	CE	Ergonomic Steno Office Chair	$90.00	$117.00	

STOOLS					
Quantity	**Product SKU**	**Skirted Raised Tables Description**	**Discounted Price**	**Regular Price**	**Total**
	BSBB	Bar Stool – Backless (Black Frame & Seat)	$40.00	$52.00	
	BSBW	Bar Stool – Backless (Chrome Frame & White Seat)	$40.00	$52.00	
	BSLB	Bar Stool – Ladder Back (Black Frame & Seat)	$55.00	$71.50	
	BSLW	Bar Stool – Ladder Back (Chrome Frame & White Seat)	$55.00	$71.50	
	BSGB	Bar Stool – Gas Lift with (Back Chrome Frame & Black Seat)	$75.00	$97.50	
	BSGW	Bar Stool – (Back Chrome & White Seat)	$75.00	$97.50	
	BSWC	Bar Stool – White Coco	$75.00	$97.50	

BACKLESS BAR STOOL OPTIONS:

FRAME: Black ☐ Chrome ☐

SEAT: Black ☐ White ☐ Red ☐

CHAIRS

Folding Chair
Black, Grey

Upholstered Side Chair
Black, Grey

Steno
Chair

Ergonomic Steno
Office Chair

STOOLS

Bar Stool – Backless
Black, White

Bar Stool – Ladder Back
Black, White

Bar Stool – Gas Lift
Black & White

Bar Stool - Coco

Furniture Lounge Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ _____ Booth # _____ _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

LOUNGE – ARMLESS SERIES					
Quantity	**Product SKU**	**ARMLESS SERIES DESRCIPTION**	**Discounted Price**	**Regular Price**	**Total**
	AS	Armless Sofa – 3 Seat Black ☐ Red ☐ White ☐	$180.00	$234.00	
	ALS	Armless Love Seat -2 Black ☐ Red ☐ White ☐	$150.00	$195.00	
	ASS	Armless Single Seat Black ☐ Red ☐ White ☐	$80.00	$104.00	

LOUNGE – BARCELONA SERIES					
Quantity	**Product SKU**	**BARCELONA SERIES - DESCRIPTION**	**Discounted Price**	**Regular Price**	**Total**
	BSS	Barcelona Single Seat Black ☐ White ☐	$80.00	$104.00	
	OR	Ottoman Round Black ☐ Cream ☐	$60.00	$72.00	

LOUNGE – STAGE SERIES

Quantity	**Product SKU**	**STAGE SERIES - DESCRIPTION**	**Discounted Price**	**Regular Price**	**Total**
	SSB	Black _____ Chrome Leg	$125.00	$150.00	
	SSW	White _____ Chrome Leg	$125.00	$150.00	

LOUNGE ARMLESS SERIES

Armless Sofa – 3 Seat
Black, Red, White

Armless Love Seat - 2
Black, Red, White

Armless Single Seat
Black, Red, White

LOUNGE BARCELONA SERIES

Barcelona Single Seat
Black, White

Ottoman Round
Black, Cream

LOUNGE STAGE SERIES

Stage Series
Black, white

Furniture Display Accessories & Custom Drape Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

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DISPLAY ACCESSORIES					
Quantity	**Product SKU**	**Display Accessories Description**	**Discounted Price**	**Regular Price**	**Total**
	SH2228	Sign Holder 22" x 28" – Lolly Pop	$55.00	$71.50	
	EA	Easel – holds 22" x 28" Sign	$30.00	$39.00	
	LS2	Literature Stand – Z Rack	$60.00	$78.00	
	GRS	Garment Rack on Wheels Single – 5ft	$50.00	$65.00	
	GRD	Garment Rack on Wheels Double – Rack 5ft	$60.00	$78.00	
	BH3	Bag Holder – 3 Prong 36" High	$65.00	$84.50	
	BHM	Bag Holder – Double Tier 4 Prong	$95.00	$123.50	
	WB	Waste Basket	$12.00	$15.60	
	PDB4x6	Poster Display Board 4x6 - Horizontal ☐ Vertical ☐	$80.00	$104.00	
	PDB4x8	Poster Display Board 4x8 – Horizontal ☐ Vertical ☐	$90.00	$117.00	
	SRE	2 Stanchions – Retractable +Tape	$95.00	$123.50	
	SRR6	2 Stanchions + Rope (Red 6')	$95.00	$123.50	
	SRB6	2 Stanchions + Rope (Black 6')	$95.00	$123.50	
	SRB6	2 Stanchions + Rope (Blue 6')	$95.00	$123.50	
	DDS	Draw Drum – Small	$35.00	$45.50	
	DDM	Draw Drum – Medium	$55.00	$71.50	
	DM	Mirror – Full Length	$55.00	$71.50	
	BF	Bar Fridge	$85.00	$110.50	

CUSTOM BOOTH DRAPE – Alternative Colours or Additional Drape					
Quantity	**Product SKU**	**Custom Booth Drape Description**	**Discounted Price**	**Regular Price**	**Total**
	SPD	Side Premier Drape – 3ft High Pre 10ft Run	$40.00	$52.00	
	BPD	Back Premier Drape – 8ft High Per 10ft Run	$50.00	$65.00	

DRAPE COLOUR OPTION

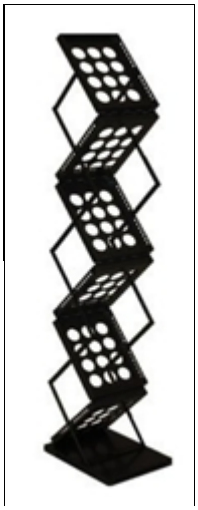
Black ☐ White ☐ Red ☐ Blue ☐ Grey ☐

DISPLAY ACCESSORIES

Sign Holder
22”x28”

Easel

Literature Stand
Z Rack



Garment Rack- 5ft
Single

Garment Rack 5ft
Double

Bag Holder
3 Prongs 36” High

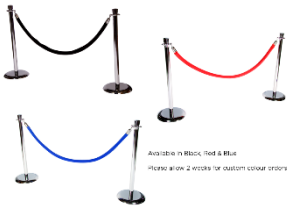
Bag Holder
Double Tier
4 Prongs

Wastebasket

Poster Board 4’x6’
4’x 6’ or 4’ x 8’
Horizontal & Vertical

Retractable Stanchion
2 Stanchions & 1 Tape

Rope Stanchion – 6ft
Black & Red



Draw Drum
Small & Medium

Mirror – Full Length

Bar Fridge

DRAPE COLOURS

8' Linen Drape
Available in the following colours:

Exhibitor Hard-wall Package Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

Quantity	Description	Discounted Price	Regular Price	Total
	Model # 1 – Premium standard 10' x 10' hard-wall booth with carpet, ID sign – 7" x 44" & 30" high side wall with 2 x 1 meter x 30" high side walls	$850.00	$1105.00	
	Model # 2 – Premium 10 'x 10' hard-wall booth with carpet, ID sign – 7" x 44", 1 meter wing side wall with 2 x 1 meter x 30" high side wall.	$1050.00	$1365.00	
	Model #3 – Privacy Booth 10' x 10' hard wall booth with carpet, ID sign with 8ft high back and side walls	$1200.00	$1560.00	
	Model #4 – Premium 10' x 10' slat wall booth with carpet, ID sign & 40 – 6 inch hooks	$850.00	$1105.00	
	Model 1D – Premium 10' x 20' hard-wall booth with carpet, ID sign & 1 meter side wall.	$1550.00	$2015.00	
	Model 2D – Premium 10' x 20' hard-wall booth with carpet, ID sign, 1 meter side wall, 2 x 1 meter x 30" side walls	1900.00	$2470.00	
	DELUXE PACKAGE – ADD TO ABOVE			
	1 cocktail table & 2 side chairs	$84.00	$120.00	
	1 cruiser table & 2 stools	$84.00	$120.00	
	42" monitor – mounted on a single arm truss or pop-up	$300.00	$390.00	
	60" monitor – mounted on a single arm or pop-up	$500.00	$650.00	
	CUSTOM BOOTH AVAILABLE – Please call 905 417 7789 for options			
	UPGRADED GRAPHICS – All packages can be customized depending on your specific requirements. Contact your show representative for further details and pricing			

OPTIONS

Hard-wall Panel Colours	White Hard-wall	☐	Black Fabric				
Carpet Colour Selection	Blue	☐	Red	☐	Black	☐	Grey ☐
Cruiser Table	White	☐	Black	☐	Stainless	☐	
Stool	White	☐	Black	☐			
Shelves	White	☐	Black	☐			
Shelves	Angled	☐	Straight	☐			

ROBINSON SHOW SERVICES
7615 Kimbel Street, Units 3-5
Mississauga,Ontario L5S 1A8
www.robinsonshowservices.ca

Exhibit Hard-Wall Packages Photos

PREMIUM PACKAGE

Model #1
Premium standard 10' x 10' hard-wall booth with carpet,
ID sign & 30" side walls

Model #2
Premium 10 'x 10' hard-wall booth with carpet,
ID sign, 1 meter wing side wall with 2 x 1 meter x 30" side wall

Model #3
Privacy booth 10' x 10' hard wall booth with carpet &
ID sign

Model #4
Premium 10' x 10' slat wall booth with carpet,
ID sign & 40 hooks

Model #1D
Premium 10' x 20' hard-wall booth with carpet,
ID sign & 1 meter side wall

Model #2D
Premium 10' x 20' hard-wall booth with carpet, ID sign
1 meter side wall, 2 x 1 meter x 60" side walls

DELUXE OPTIONS

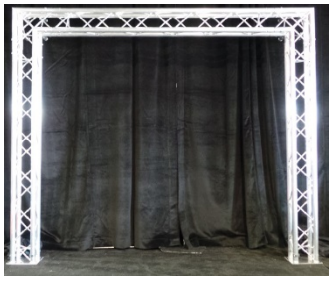
1 cocktail table & 2 side chairs

1 cruiser table & 2 stools

Monitor – Pop up

Monitor – truss mounted

10’ x 10’ truss arch



Exhibitor Hard-wall Accessories Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

Description	Quantity	Discounted Price	Regular Price	Total
HARDWALL SYSTEM				
Wall shelf 12" deep x 1m long		$25.00	$32.50	
Angled shelf 12" deep x 1m long		$30.00	$39.00	
10 watt LED Clip Light – electrical not included		$65.00	$84.50	
Slat wall panels – upper wall only 1 meter back wall only		$50.00		
Slat wall panels – full wall 1 meter back wall only		$100.00	$130.00	
Peg Board – full panel 1 meter back wall only – white only		$100.00	$130.00	
COUNTERS				
White Counter with Storage 42"H x 42"W X18"D – Lockable		$150.00	$195.00	
White Counter with Curved Storage 42"H x 60"W		$225.00	$292.50	
U-Shape Counter – Open Back 42"H		$375.00	$487.50	
Display Case - Glass (1/3 view)		$250.00	$355.00	
ACCESSORIES				
Acrylic Literature Pocket (for 8 ½ x 11 literature)		$18.00	$23.40	
Waterfall Bracket		$20.00	$26.00	
Peg Hooks ¼" holes		$4.00	$5.20	
Slat-wall hooks 6"		$5.00	$6.50	
Showcase Lock		$11.00	$14.30	
Peg Board shelving unit 8'h x 40"W, 2 shelves included (hardware excluded)		$250.00	$355.00	
Display bin acrylic 21.5" x 21.5"ht x 40"ht		$125.00	162.50	

ROBINSON SHOW SERVICES
7615 Kimbel Street, Units 3-5
Mississauga,Onatario L5S 1A8
www.robinsonshowservices.ca

Exhibit Hard-Wall Accessories Photos

HARDWALL SYSTEM

Wall shelf 12” deep x 1m long

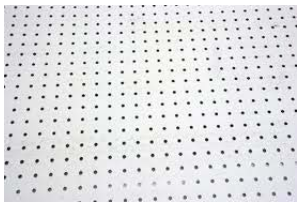
Angled shelf 12” deep x 1m long

10 watt LED Clip Light – electrical not included

Slat wall panels, upper wall only
1 meter back wall only

Slat wall panels, full wall
1 meter back wall only

Peg board full panel
1 meter back wall only – white only



COUNTERS

White Counter with Storage
42”H x 42”Wx 18” D- Lockable

White Counter with Curved
Storage 42”H x 60”W

U-Shaped Counter
Open Back 42”H

ACCESSORIES

Acrylic Literature Pocket
(For 8 ½ x11" literature)

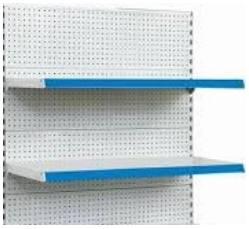
Waterfall Bracket

Peg Hooks
¼" holes

Slat-wall Hooks
3" & 5"

Alligator Locks

Peg Board Shelving Unit
8'H x 40"W
2 shelves included
Hardware excluded



Display Case
Glass 1/3 View

Display Bin Acrylic
21.5" x 21.5"ht x 40"ht

Graphics & Sign Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

Graphics must be provided in the following formats AI/EPS. Files should be formatted in high-resolution quality, 100-300dpi. All graphics must be submitted 10 business days prior to your event. Specify target colours as PMS, C or U and send us 100% accurate proofs. (Colour variations may occur due to output devices). Graphics must be provided with exact specifications/requirements.

All signs prices are digitally produced with colour copy, mounted on white foam board. Standard signs include up to 10 words and a maximum of three colours.

SIGNS	CIRCLE VIEW	QTY	DISCOUNT	REGULAR		TOTAL
7”X11”	Vertical or Horizontal	_____X	$42.00	$54.60	=	$ _____
7”X22”	Vertical or Horizontal	_____X	$48.00	$62.40	=	$ _____
7”X44”	Vertical or Horizontal	_____X	$50.00	$65.00	=	$ _____
11”X14”	Vertical or Horizontal	_____X	$53.00	$68.90	=	$ _____
14”X22”	Vertical or Horizontal	_____X	$58.00	$75.40	=	$ _____
22”X28”	Vertical or Horizontal	_____X	$81.00	$105.30	=	$ _____
28”X44”	Vertical or Horizontal	_____X	$115.00	$149.50	=	$ _____
36”X24”	Vertical or Horizontal	_____X	$125.00	$162.50	=	$ _____

ADDITIONAL SIGNS	QTY	DISCOUNT	REGULAR	TOTAL
Table Top Banner	_____X	$295.00	$383.50 =	$ _____
Roller Banner incl. Nylon Bag	_____X	$495.00	$643.50 =	$ _____
36” x 84” Free Standing Sign 1/2” Gator board with Edge Plate	_____X	$395.00	$513.50 =	$ _____
6’ Table Throw 30”H x 72”W x 30”D	_____X	$395.00	$513.50 =	$ _____
8ft Table Throw 30”H x 96”W x 30”D	_____X	$475.00	$617.50 =	$ _____

Carpet Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

- **Formula for Calculating Actual Booth Size Sq. ft. = Length x Width**
- **Custom colours & Sizes available – call for quote**

Size	Description	Discounted Price	Regular Price	Total
	EXHIBIT HALL IS CARPETED			
5' X 10'	Booth Carpet	$100.00	$120.00	
10' x 10'	Booth Carpet – Single Booth	$160.00	$200.00	
20' x 10'	Booth Carpet – Double Booth	$260.00	$300.00	
30' x 10'	Booth Carpet	$400.00	$560.00	
40' x 10'	Booth Carpet	$500.00	$700.00	
	Booth Carpet – Custom Size	$1.90	$2.65	
	Underpad – Booth size sq. ft. (100 sq. ft. minimum)	$0.90	$1.35	
	VisQueen Plastic Protector overlay on carpet (100 sq. ft. minimum) Exhibitor is responsible for removal of plastic cover prior to show opening	$0.40	$0.60	
	Custom Cut Carpet per. Sq. ft.	$1.50	$1.95	

Please indicate choice:

☐ Black ☐ Blue ☐ Red ☐ Grey ☐ White (50% surcharge applied to white)

CANCELLATION POLICY: **Carpet cancelled will be charged 50% of the original price after move-in and 100% after installation.**

Note: If carpet is damaged, dirty or have to be cut for electrical wire inserts, additional charges will apply.

Note: If electrical is being run under carpet and the carpet is cut through, custom cut pricing will apply.

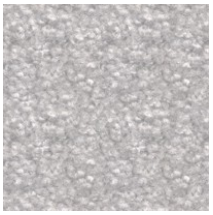
CARPET

Black

Blue

Red

Grey



White

Booth Cleaning Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

- Booth cleaning will be completed after show close daily, prior to show opening the next day.
- Rates include vacuuming of carpets, garbage removal and emptying of waste baskets.

Daily Cleaning Service	Number of Days	Discounted Price - Daily	Regular Price – Daily	Total
10' x 10' Booth		$30.00	$39.00	
10' x 15' Booth				
10' x 20' Booth		$50.00	$65.00	
10' x 30' Booth		$75.00	$97.50	
20' x 20' Booth		$75.00	$97.50	

Calculation

Daily Cleaning Charge = Number of Days x Daily Price Total

_____ = _____ x _____ $_____

Full Service Freight Package Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

PRICING COVERS – Metropolitan, Toronto, Brampton, Mississauga, Richmond Hill & Markham
Based on skid size of 4' x 4' x 4' & maximum weight of 640lbs – additional charge will apply for all skids exceeding maximum stipulated dimension and weight. Services included: Local cartage, advance warehouse, material handling (additional charges may apply if onsite storage is unavailable & empties have to be stored offsite), storage and post show return to location.
If you are based outside the above noted areas and would like to use or service, please call for a quote.
ADDITIONAL CHARGES – will apply under the following circumstances:

- Damage to Robinson equipment due to weight of exhibit material.
- Skids which exceed the maximum weight and dimensions stated above.
- Special equipment for lifting/moving/transporting exhibit material.
- Parking ticket due to pick up location where vehicles are restricted.
- Restricted access to the facility for pick up and or return of exhibit material.
- Special handling such as but not limited to: no loading docks, no elevators, hand carrying and use of stair case.
- Client delays when collecting or returning exhibit material such as and not limited to: unable to speak with onsite contact for over 15 minutes upon arrival, items not properly packaged for transport and

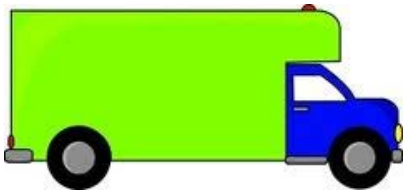
Quantity	Description	Discounted Price	Regular Price	Total
	Full Freight 2 skids 4 x 4 x 4 (640lbs)	$550.00	$715.00	
	Each Additional skids 4 x 4 x 4 (640 lbs)	$125.00	$175.00	

SPECIAL REQUIRMENTS / INSTRUCTIONS

RSS FULL SERVICE FREIGHT STEPS

RSS pick-up show material from Exhibitor's office

Show material transported to RSS warehouse

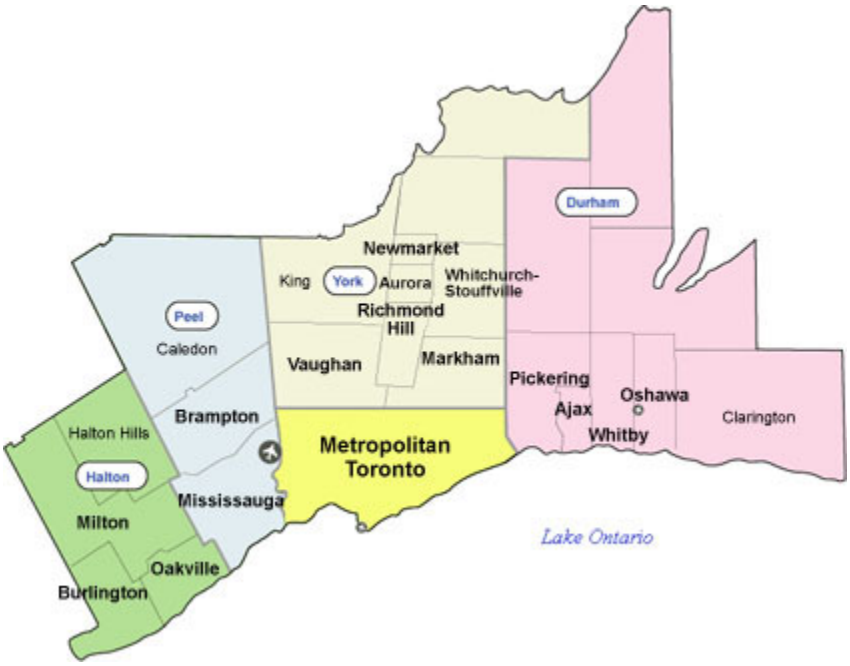


RSS transport exhibitor's show material to show site – Exhibitor's Booth

RSS pick up exhibitor's show material from show site – Exhibitor's Booth

RSS return to Exhibitor warehouse – show material

LOCAL CARTAGE



GTA PRICING

METROPOLITAN TORONTO/BRAMPTON/MISSISSAUGA/RICHMOND HILL/MARKHAM/

BASED ON MAXIMUM SKID SIZE OF 4'x4'x4' AND WEIGHT of 640 lbs.

2 SKIDS: $100 (single journey) $200 (return journey)

DOES NOT INLCUDE ADVANCED WAREHOUSING/ MATERIAL HANDLING/ STORAGE/POST SHOW

OUTSIDE THE ABOVE AREAS PLEASE CALL OR EMAIL FOR A QUOTE

PHONE – 905-417-7789 FAX – 905-417-2244

exhibitorservices@robinsonshowservices.ca

RSS pick up show material from exhibitor's office ***RSS return show material to exhibitor's office***

Local Cartage Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

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PRICING COVERS – Metropolitan, Toronto, Brampton, Mississauga, Richmond Hill & Markham
Based on skid size of 4' x 4' x 4' & maximum weight of 640lbs – additional charge will apply for all skids exceeding maximum stipulated dimension and weight.
PRICE EXCLUDES: advance warehousing, material handling, storage & post show storage
If you are based outside the above noted areas and would like to use or service, please call for a quote.
ADDITIONAL CHARGES – will apply under the following circumstances:

- Damage to Robinson equipment due to weight of exhibit material
- Skids which exceed the maximum weight and dimension stated above
- Special equipment for lifting/moving/transporting exhibit material
- Parking ticket
- Restricted access to the facility for pick up and or return of exhibit material
- Special handling such as but not limited to: no loading docks, no elevators, hand carrying and use of stair case
- Client delays when collecting or returning exhibit material such as and not limited to: unable to speak with onsite contact over 15 minutes upon arrival, items not properly packaged for transport and extended waiting time in loading dock.

Quantity	Product SKU	Description	Discounted Price	Regular Price	Total
		Return journey – maximum of 2 skids (4'x4'x4)	$200.00	$260.00	
		Single journey – maximum of 2 skids (4'x4'4')	$100.00	$ 130.00	
		Return journey: Each Additional skids – cost per skid (4'x4'x4')	$ 60.00	$ 78.00	
		Single journey: Each Additional skids – cost per skid (4'x4'x4')	$ 40.00	$ 52.00	

SPECIAL REQUIRMENTS / INSTRUCTIONS

SHIPPING LABEL FOR

ADVANCE WAREHOUSE
EXHIBITION FREIGHT

FROM:

_____

_____

_____

_____

EXHIBITING COMPANY BOOTH NUMBER

C/0 ROBINSON SHOW SERVICES LOGISTICS
7615 KIMBEL STREET, UNIT 3-5
MISSISSAUGA, ONTARIO L5S 1A8
905-417-7789

CARRIER _____

NUMBER OF PIECES _____ OF _____

CAN BE DELIVERED FROM MONDAY MAY 18TH, 2015 BETWEEN 9am-4pm

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery.

SHIPPING LABEL FOR

DIRECT TO SHOW SITE
EXHIBITION FREIGHT

FROM:

_____

_____

_____

_____

EXHIBITING COMPANY BOOTH NUMBER

C/O ROBINSON SOW SERVICES
WESTIN HARBOUR CASTLE
1 HARBOUR SQUARE,
TORONTO, ONTARIO, M5J 1A6

CARRIER _____

NUMBER OF PIECES _____ OF _____

MUST BE DELIVERED ON TUESDAY JUNE 2ND, 2015 BETWEEN 8am-4pm (TBC by CLIENT)

TIME SENSITIVE – DO NOT HOLD

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery.

SHIPPING LABEL FOR
ADVANCE WAREHOUSE
SHOW MANAGEMENT: DELEGATE BAGS

FROM:

_____

_____

_____

_____

EXHIBITING COMPANY BOOTH NUMBER/DELEGATE BAG

C/0 ROBINSON SHOW SERVICES LOGISTICS
7615 KIMBEL STREET, UNIT 3-5
MISSISSAUGA, ONTARIO L5S 1A8
905-417-7789

CARRIER _____

NUMBER OF PIECES _____ OF _____

CAN BE DELIVERED FROM MONDAY 18TH, MAY, 2015 BETWEEN 9am-4pm

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery.

SHIPPING LABEL FOR
DIRECT TO SHOW SITE
SHOW MANAGEMENT: DELEGATE BAGS

FROM:

_____

_____

_____

_____

EXHIBITING COMPANY BOOTH NUMBER/DELEGATE BAG

C/0 ROBINSON SHOW SERVICES LOGISTICS
7615 KIMBEL STREET, UNIT 3-5
MISSISSAUGA, ONTARIO L5S 1A8
905-417-7789

CARRIER _____

NUMBER OF PIECES _____ OF _____

MUST BE DELIVERED BY INSERT DATE & TIME To be confirmed by client)

TIME SENSITIVE – DO NOT HOLD

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery.

Advance Warehouse Receiving Information Sheet

PLEASE NOTE – WITH ADVANCE WAREHOUSE, YOU MUST ALSO ORDER MATERIAL HANDLING. Please fill in the details on the Material Handling form included in this kit and forward with the Advance Warehouse information.

BENEFITS

- Show materials will be stored in our warehouse for up to 2 weeks prior to show.
- Priority delivery of shipment to the show facility prior to exhibitor move-in.

SERVICE INCLUDES

- Receive shipment in our warehouse up to 14 days in advance of show.
- Our warehouse hours are 9am to 4pm Monday to Friday (Except on Canadian Public Holidays)
- Provide inventory count and record any visual damage.

ESTIMATED CHARGES

- Charges are based on weight of shipment and are charged per hundred weight, (CWT), and rounded up to the nearest hundred. Minimum per shipment may apply. See enclosed Advance Warehouse Order Form.
- All shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual Bills of Lading with separate weight tickets. Entire shipment will be charged at the uncrated rate. Charges are estimated only and will be adjusted according to weight tickets.
- A $25 surcharge will apply to any shipments that we are required to weigh
- Off target shipments will be charged an additional 30% to the applicable CWT rate.
- All exhibit materials must be delivered to our warehouse no later than 48hours prior to the show move-in (weekends are excluded – for all shows taking place either Monday or Tuesday and exhibit material must be delivered by 4pm the Thursday before).
- If exhibit material is delivered to our warehouse without a completed order form and full payment, RSS reserves the right to decline the shipment and your exhibit material will be retained by the delivering carrier. RSS will only accept your exhibit material under special circumstances and an administrative fee will apply.
- Collect (COD) shipments will not be accepted by our warehouse.
- All shipments must be properly labeled including: Show Name, Company Name, and Booth Number. Labels must be on each item shipped.

SHIPMENT WEIGHT

All shipments not accompanied by a weight ticket will be weighed upon receipt. Weight estimates are final and binding when shipment is received in the warehouse. Shipments maybe calculated by Robinson's using cubic weight (dimensional weight) or actual weight (pounds) for billing purposes.

INSURANCE

Shipments should be adequately insured by the exhibitor for coverage when out of care, custody and control of Robinson.

LIABILITY

Robinson will not be held responsible for concealed damage upon delivery to advance warehouse, or damage or loss of merchandise after delivery to booth, before or during installation time or at conclusion of show prior to delivery to common carrier. Robinson will not be responsible for damage while handling loose or inadequately packaged exhibit materials. The condition, count, and contents of the materials at the time of removal will be final and binding. Robinson reserves the right to alter the exhibitor's bill of lading to reflect the actual condition, count and contents at the time of removal. Robinson will not be responsible for failure or delay in performing service when delay is caused by strike, labour stoppage or any other cause unavoidable or beyond Robinson's control. Robinson's liability is limited to $0.30 per pound, per article, to a maximum of $30.00 per article and $150.00 per shipment. Values exceeding this limitation should be insured by the shipper.

Advance Warehouse Receiving Order Form

(PLEASE ENSURE THE MATERIAL HANDLING FORM IS FILLED OUT AND INCLUDED WITH THIS FORM)

SHIPMENTS ARE ACCEPTED FROM: MONDAY MAY 18TH, 2015

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

NO SHIPMENTS WILL BE ACCEPTED IN OUR ADVANCE WAREHOUSE ON OR AFTER: MONDAY JUNE 1ST, 2015

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

RATE CATEGORIES	Price Per CWT (200 lbs minimum)			
	Crated	Uncrated	Special Handling	Small Packages
DISCOUNTED RATES (per cwt)	$39	$59	$64	$25
REGULAR RATES (per cwt)	$50.70	$76.70	$83.20	$32.50
On-Site Orders	A 25% surcharge will be applied to on-site orders			
Off-Target Orders	A 30% surcharge will be applied to off-target shipment			

ADDITIONAL SURCHARGES

LATE SHIPMENTS TO WAREHOUSE ON TUESDAY JUNE 2ND, 2015: Shipment Delivered after Deadline Date (in addition to above rates - $50 fee will apply)

Any warehouse Shipment received after – Tuesday June 2nd, 2015 (that require a separate delivery to show site, will be charged $150).

Overtime Charges- inbound (in addition to above rates) – applied when delivered outside of warehouse hours (Monday to Friday between 9am – 4pm).

RATE CATEGORY	Discounted	Regular
Crated or Skidded Shipment	$75	$97.50
Special Handling Shipment	$100	$130.00
Uncrated or Pad Wrapped Shipment	$100	$130.00

CALCULATION (when recording weight, round up to the nearest 100lbs or minimum 200 lbs, which is greater)

DESCRIPTION	WEIGHT (LBS)		CWT		RATE		ESTIMATED TOTAL
Crated/Skidded Shipment	_____	/100	_____	x	$_____	=	$ _____
Uncrated Shipment	_____	/100	_____	x	$_____	=	$ _____
Special Handling	_____	/100	_____	x	$_____	=	$ _____
Small Package	_____	/100	_____	x	$_____	=	$ _____
Late Shipment/Overtime charges	_____	/100	_____	x	$_____	=	$ _____

NOTE:

- Final total will be adjusted according to shipment weight.
- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to certified weight ticket.
- A $25 surcharge will apply if shipment has to be weighed.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm (except on Canadian public holidays)
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

RSS Advance Warehouse Safe Storage

Material Handling Services Information Sheet

Robinson Show Services has been appointed as the Official Material Handling Services Provider for this event.

MATERIAL HANDLING SERVICE INCLUDES:

- Move-in and move-out, whether fully or partially used.
- Unloading of shipment at dock and deliver to booth.
- Removing of empty containers from booth to designated storage area (if available).
    - (If designated space is not available, exhibitors may purchase our storage option.
    - Please see the attached storage form)
- Return of empty containers to booth after show closing.
- Loading of shipment from booth to carrier of choice.

Note: Transportation to and from show site is not included as part of this service.

ESTIMATING MATERIAL HANDLING CHARGES:

- Material handling services are charged per hundred weight (CWT) and rounded up to the nearest hundred unit. A minimum of 200lbs per shipment charge applicable.
- Shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- Admin fee of $50 will apply if relevant paperwork is not affixed to shipment.
- If material handling is procured on show site, prior to providing this service a credit card form must be completed and signed.
- A $25 surcharge will apply if shipment require weighing.

STORAGE DURING THE SHOW

- Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.
- Material handling service includes the placing of empties in the designated storage area (this may be on or off site). Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.
- If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite, prior to exhibitor move-in.

Material Handling Services
Information Sheet 2

WHAT KIND OF SHIPMENT DO YOU HAVE?

Shipment Type	Definition
Crated Skid	Materials that are skidded in a shipping container that can be unloaded at loading dock with no additional handling required.
Uncrated material shipped	Material shipped loose or pad-wrapped shipments. Machinery without proper lifting bars or hooks.
Special Handling	Material that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternative delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts. FEDEX, UPS and DHL are included in this category due to their process. Special handling at the venue such as but not limited to (no loading docks, no elevators, hand carrying and use of stair case for move-in and move-out.
Small Packages	Shipment consisting of any number of pieces not exceeding a combined weight of 30lbs, and received collectively on the same day, from the same shipper and delivered by the same carrier.

Please refer to the Material Handling – Special Handling Information Form for more details.

RSS Material Handling

Material Handling Services Exemption Sheet

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

Robinson Show Services (RSS) has been appointed as the Official Material Handling Services provider for this event. The Material Handling rates or order form is located in this exhibitor manual.

Should you prefer to be responsible for the off-loading of materials, please complete and return this **Material Handling Exemption** Form to Robinson Show Services one (1) week prior to show move-in. **(This service is not permitted if RSS is named the exclusive provider for freight services (refer to show facts for more information).**

With the completion of this form, you (or your company's representative) are responsible for ensuring your materials are off-loaded from your carrier; moved to your booth location; empty containers are removed from the facility during the event; returned by you (or your representative) at the event conclusion; your all of your material is moved to the loading docks and loaded with your carrier at move-out.

The use of pump trucks and other mechanical equipment is not permitted.

On-site self-storage may not be available due to (space restrictions, Facility and or Fire Marshal regulations, etc.)

Please note that RSS will not sign or be held accountable for your shipments under Material Handling Exemptions. Please ensure that you or your representative is at the loading dock to receive and sign for your shipments at the time of arrival and depart.

Robinson controls access to the loading docks in order to provide for a safe and orderly move/in and move out. All carriers (or privately own vehicles) must check-in with a member of Robinson's staff upon arrival. Once a dock space becomes available, you will be directed to the appropriate dock. The maximum time allotted for vehicles off-loading is 30 minutes. After this maximum time allotment has passed, Show Management reserves the right to authorize Robinson to off-load your materials. All applicable charges are the responsibility of the exhibitor. Invoices must be settled immediately. For rates, please refer to the Material Handling order form located in this manual.

For more details on the Material Handling Exemption procedure, please contact Exhibitor Services at 416 417 7789 or exhibitorshowservices@robinsonshowservices.ca

Material Handling
Special Handling Information

WHAT IS SPECIAL HANDLING

Special handling applies to shipments that are loaded by cubic space and or packaged as to require additional labour or handling such as additional time, labour, or special equipment to unload, sort and delivery.

TYPES OF SPECIAL HANDLING

Ground Loading or Unloading

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level.

Constricted Space Loading or Unloading

Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

Designated Piece Loading / Unloading

Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

Stacked Shipments

Shipments loaded in as to require multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and or pallets constitute special handling.

Shipment Integrity

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labour is needed to sort through and separate the various shipments on a truck for delivery to our customers.

Crated vs Uncrated Shipments

Crated shipments are packed in any type of shipping container and can be unloaded at the dock with no additional handling required. This includes crates, fibre cases, cartons and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars or hooks.

Mixed Shipments

Mixed shipments are shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant full uncrated rate for the shipment, but does require special handling.

Carpet only Shipments

Shipments that consist of carpet and or carpet padding only require special handling because of additional labour and equipment to loaded or unload.

No Documentation

Shipments from a small package carrier (including, among others, Federal Express, UPS, Airborne Express and DHL) without an individual Bill of Lading, requiring additional time, labour and equipment to process.

Alternate Delivery Location

Alternative delivery location refers to shipments that are delivered by carrier that requires us to deliver some of the shipments to different levels in the same building, or to other buildings in the same facility.

Material Handling Services Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

SHIPMENTS ARE ACCEPTED ON SHOW SITE ON: TUESDAY JUNE 2ND, 2015 BETWEEN 8AM – 4PM (tbc by client)

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

TIME		Crated	Uncrated	Special Handling	Small Packages
REGULAR TIME: Discounted Price	Mon – Fri (8:00am – 4:00pm)	$69.00	$86.00	$96.00	$36.00
REGULAR TIME: Regular Price	Mon – Fri (8:00am – 4:00pm)	$89.70	$111.80	$124.80	$46.80
OVERTIME: Discounted Price	Mon – Friday (4:30pm – 8:00am) Sat, Sun, & Holidays	$86.00	$107.00	$120.00	$46.00
OVERTIME: Regular Price	Mon – Friday (4:30pm – 8:00am) Sat, Sun, & Holidays	$111.80	$139.10	$156.00	$59.80

On-site Orders	A 30% surcharge will be applied to on-site orders
Off-Target Shipments	A 30% surcharge will be applied to off-target shipments.
Note: If your move-in and move-out time fall during overtime hours, overtime rate will be applied	

CALCULATION (when recording weight, round up to the nearest 100lbs or minimum 200lbs, which is greater)

DESCRIPTION	WEIGHT (LBS)		CWT		RATE		ESTIMATED TOTAL
Crated/Skidded Shipment	_____	/100	_____	x	$_____	=	$ _____
Uncrated Shipment	_____	/100	_____	x	$_____	=	$ _____
Special Handling	_____	/100	_____	x	$_____	=	$ _____
Small Package	_____	/100	_____	x	$_____	=	$ _____

NOTE:

- Final total will be adjusted according to shipment weight.
- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to weight ticket.
- A $25 surcharge will apply if shipment has to be weighted.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm.
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

SPECIAL REQUIRMENTS / INSTRUCTIONS

Storage Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

PRICE EXCLUDES: advance warehouse, material handling, special handling & post show storage.
ADDITIONAL CHARGES – will apply under the following circumstances:

- If storage is procured on show site – prior to providing this service (a credit card form must be completed and signed).
- Crates will be returned to booth upon show closure.

Quantity	Description – Onsite Storage	Discount Price	Regular Rate	Total
	Maximum of 3 small crates less than 2 x 2 x 2	$ 30.00	$39.00	
	Maximum of 3 large crates –4 x 4 x 4	$ 79.00	$102.70	
	Each additional small crates less than 2 x 2 x 2	$ 10.00	$13.00	
	Each additional large crate – 4 x 4 x 4	$ 25.00	$32.50	

Quantity	Description – Offsite Storage	Discount Price	Regular Rate	Total
	Offsite storage – maximum of 3 small to medium empty crates 2 x 2 x 2	$75.00	$108.00	
	Offsite storage – maximum of 3 large empty crates 4 x 4 x 4	$120.00	$156.00	
	Each additional offsite crate less than 2 x 2 x 2	$ 15.00	$19.50	
	Each additional offsite large crate 4 x 4 x 4	$ 25.00	$32.50	

RSS Storage – onsite & offsite

Post Show Storage Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

RATE CATEGORIES (Minimum 200lbs)	**Price Per CWT (200lbs minimum)**			
	Crated	Uncrated	Special Handling	Small Packages
DISCOUNTED RATES (per cwt)	$44.00	$61.25	$68.50	$25.00
REGULAR RATES (per cwt)	$63.00	$79.00	$89.00	$32.50
On-Site Orders	A 30% surcharge will be applied to on-site orders			
Off-Target Orders	A 30% surcharge will be applied to off-target shipment			

ADDITIONAL SURCHARGES **PRICE/CWT** **200lbs minimum**

Overtime Charges - outbound (in addition to above rates)

Add 25% (if shipment pick up on overtime hours or warehouse need to remain open overtime hours for pick up.

CALCULATION (when recording weight, round up to the nearest 100lbs or minimum 200lbs, which is greater)

DESCRIPTION	**WEIGHT (LBS)**		**CWT**		**RATE**		**ESTIMATED TOTAL**
Crated/Skidded Shipment	_____	/100	_____	x	$_____	=	$ _____
Uncrated Shipment	_____	/100	_____	x	$_____	=	$ _____
Special Handling	_____	/100	_____	x	$_____	=	$ _____
Small Package	_____	/100	_____	x	$_____	=	$ _____
Overtime Surcharge	Estimated Total x $25%					=	$_____

SPECIAL REQUIRMENTS / INSTRUCTIONS

POST SHOW – rate is $49 per 100 lbs crate (minimum of 200lbs for all orders). This service includes your shipment being packed up from show site and delivered back to our warehouse and stored for up to five (5) business days. **(Price excludes advance warehouse, material handling, storage charges, post show & special handling).**

STANDARD POLICY

- It is the exhibitor's responsibility to attach relevant paper work to freight such as bill of lading & commercial invoice prior to leaving show site.
- It is the responsibility of the onsite representative to package all exhibit material for collection by RSS staff
- All shipments originating outside of Canada require the appropriate paperwork. Canada Customs and US Customs – Homeland Security (if applicable on return).

ADDITIONAL CHARGES – will apply under the following circumstances

- If post show is procured on show site – prior to providing this service (a credit card form must be completed and signed).
- Special handling at the venue such as but not limited to: no loading docks, no elevators, hand carrying and use of stair case.
- Admin fee of $50 will apply if relevant paper work is not affix to exhibit material post show (such as bill of lading &commercial invoice)
- Exhibit material not collected within 5 business days will be billed for storage. This fee will be deducted from the credit card used to place the order.
- If your designated carrier do not pick up or arrive to your designated location on time, neither show manager nor contractor will be liable for any resulting delays.

RSS Post Show Storage

Labour Information Sheet

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

DISPLAY LABOUR (One Hour Minimum per Worker)

Rates before deadline date:

RATE CATEGORY	DATE & TIME	LABOUR DISCOUNTED PRICE	SUPERVISOR DISCOUNTED PRICE	CARPENTER DISCOUNTED PRICE
Standard Time	Mon – Fri between 8:00am – 4:00pm	$60.00	$90.00	$105.00
Over Time	Mon – Fri between 4:00pm – 6:00pm Sat – Sun between 8:00am- - 4:00pm	$90.00	$115.00	$135.00
Double Time	All times not noted above as well as holidays	$120.00	$180.00	$210.00

Rates after deadline date:

RATE CATEGORY	DATE & TIME	LABOUR REGULAR PRICE	SUPERVISOR REGULAR PRICE	CARPENTER REGULAR PRICE
Standard Time	Mon – Fri between 8:00am – 4:00pm	$78.00	$117.00	$136.50
Over Time	Mon – Fri between 4:00pm – 6:00pm Sat – Sun between 8:00am- - 4:00pm	$117.00	$149.00	$175.50
Double Time	All times not noted above as well as holidays	$156.00	$234.00	$273.00

- One hour per labourer minimum charges applicable.
- Labour rates are charged per labourer per hour in half hour increments.
- Supervisor must check in with the Robinson Show Site Manager to pick up labour – start time guaranteed only at start of work.
- Labour must be cancelled in writing, two (2) business days in advance to avoid a one hour cancellation fee per worker.
- When scheduling dismantle labour, allow sufficient time for empty containers to be returned to your booth.
- Robinson supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include set up plan, photo and special instructions with this order.**

Labour Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

INSTALLATION LABOUR

Date Required _____ Start Time Required _____ AM ☐ PM ☐

No of People x Hours/Person = Total Hours x Hourly Rate = Total

_____ X _____= _____ x _____= $_____

INSTALLATION SUPERVISOR

Date Required _____ Start Time Required _____ AM ☐ PM ☐

No of People x Hours/Person = Total Hours x Hourly Rate = Total

_____ X _____ = _____ x _____ = $_____

INSTALLATION CARPENTER

Date Required _____ Start Time Required _____ AM ☐ PM ☐

No of People x Hours/Person = Total Hours x Hourly Rate = Total

_____ X _____ = _____ x _____ = $_____

INSTALLATION

DELIVERY INFORMATION

Delivery Date _____ Delivery Time _____ Carrier _____

EXHIBIT INFORMATION

Set up drawings/photos attached Yes ☐ No ☐

SET UP INSTRUCTIONS

Set-up plan and photos attached ☐

DISMANTLE LABOUR

Date Required _____ Start Time Required _____ AM ☐ PM ☐

No of People x Hours/Person = Total Hours x Hourly Rate = Total

_____ X _____= _____ x _____= $_____

DISMANTLE SUPERVISOR

Date Required _____ Start Time Required _____ AM ☐ PM ☐

No of People x Hours/Person = Total Hours x Hourly Rate = Total

_____ X _____ = _____ x _____ = $_____

DISMANTLE CARPENTER

Date Required _____ Start Time Required _____ AM ☐ PM ☐

No of People x Hours/Person = Total Hours x Hourly Rate = Total

_____ X _____ = _____ x _____ = $_____

DISMANTLE

PICK-UP INFORMATION

Pick up Date _____ Pick up Time _____ Carrier _____

DISMANTLE INSTRUCTIONS

Supervision (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out with the Robinson Show Site Manager.

☐ Exhibitor Supervised
Exhibitor must be present to Supervise

☐ RSS Supervised
Exhibitor does not need to be present

Exhibitor Contact Name _____ Cell # _____

Plant Order Form

Name of Show: **International Society for Bipolar Disorder 2015**

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – Wed. 13th May 2015

Quantity	Colour Preference	Description	Discounted Price	Regular Price	Total
		FLORAL ARRANGMENTS - LIVE			
Instructions: Options and prices are noted below. Select option (s) & size. The discounted prices is listed below, if you place your order after the deadline date, please add an additional 30% to the price quoted in this document.					
		Option Size			
		FLORAL ARRANGMENTS - Artificial			
		Small Vase	$ 90.00	$117.00	
		Medium Vase	$110.00	$143.00	
		PLANTS – ARTIFICAL			
		Table size	$ 40.00	$52.00	
		Floor plants (up to 5ft tall)	$ 60.00	$78.00	
		Floor plants (between 5ft & 7ft tall)	$100.00	$130.00	

SPECIAL REQUIRMENTS / INSTRUCTIONS

The flowers and colours will change with the season, but the look and feel will be as seen here. We select the best and most complimentary flowers available in our cooler.

FLORAL ARRANGMENTS - LIVE

Option 1

Small $130, Medium $150, Large $170

Option 2

Small $100, Medium $120, Large $140

Option 3

Small $120, Medium $140, Large $160

Option 4

Small $120, Medium $140, Large $150

Option 5

Small $100, Medium $120, Large $140

Option 6

Small $140, Medium $160, Large $180

Option 7

Small $150, Medium $170, Large $ 190

Option 8

Small $170, Medium $190, Large $210

Exhibitor Appointed Form

Notification of intent to use an Exhibitor Appointed Contractor

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please completed this form and forward two weeks pre move-in to: exhibitorservices@robinsonshowservices.ca or fax to 905 417 2244.

Name of Show: _____

Company Name: _____

Exhibit Appointed Contractor: _____

Address of Contractor: _____

_____

Type of Service to be performed: _____

_____

_____

_____

Exhibit Appointed Contractors **MUST** send a copy of their General Liability Insurance Certificate for a minimum of two million dollars. This document **MUST** include the following: name of venue, Show Management and Robinson Show Services. This certificate must be submitted no later than 10 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

A WSIB certificate must also be submitted.

_____

Contact Name Email Address Booth #

_____

Authorizations Signature Print Name Date

THE WESTIN
HARBOUR CASTLE
TORONTO

PLEASE READ: IMPORTANT LOADING DOCK INFORMATION

One Harbour Square
Toronto, ON
M5J 1A6

MAY 4 – June 4, 2015

Please be advised that the World Trade Centre Condominium driveway directly adjacent to the Westin Harbour Castle Conference Centre loading dock will construct a fence on their property from MAY 4 – JUNE 4, 2015 (see attached photo).

During this time, only small trucks can get access to the Westin Harbour Castle loading dock. Larger trucks will need to off load on the laneway.

Should you have any questions, please contact your Meeting & Event Manager.

Company Information

Name of Show Attending: _____ **Load-in Date:** _____

Company Name: _____ **Load-out Date:** _____

Contact Name: _____ **Phone #:** _____

Email Address: _____

Acknowledgment of Notice

By signing this form, you confirm that you understand the information in this notice.

_____

Contact Signature Date

Please kindly return the signed form to your Meeting & Event Manager directly or via fax at 416-869-0777.